2009 State Leadership Conference Registration Instructions

This year's registration forms include:

- State Leadership Conference Registration Form
- State Leadership Conference Registration List

Mail the forms listed above, with your payment, to:

> **Wisconsin FCCLA**
> **Attn: Cheryl Bowes**
> **125 S. Webster Street**
> **Madison, WI 53707-7841**

Registration deadline is March 27th.
Hotel reservations must be made before March 19th to receive group rates.

This year's housing reservations will be made online or over the phone. Please contact Cheryl Bowes via email to obtain the web link and group codes/passwords.   Note the following:

Hotel room rates are subject to applicable state and local taxes (currently **11.0%**) in effect at the time of check in. Hotel shall provide as Run of House accommodations a room with either one King bed or two Queen beds based upon the number of guests sharing the room to a maximum of four people. Rooms with one King bed and a sofa bed have a base price for two people in the room. Rooms with two queen beds may also be available with a sofa bed and have a base price for four people in the room. When adding additional guests to the rooms with sofa beds there will be a charge of **$20.00** per person per night in addition to the base price. When renting a Lodge, Combination or Village Suite a deposit of $250.00 (in the form of an additional authorization on a Credit Card or cash) per room will be collected at the time of check-in and will be returned upon inspection at check-out.

A sleeping room block does not guarantee sleeping rooms will be next to each other.
Deposit policy for individual reservations: One night (plus tax) at the time the reservation is made.
Cancellation policy for individual reservations: 72 hours, our more, prior to arrival to receive full refund less $25.00 processing fee. Less than 72 hours prior to scheduled arrival forfeits entire deposit.

Housing assignments will be given on a first come, first serve basis. Maximum occupancy rates will apply.